

Staff Responses to Council Questions June 11, 2013

6. CONSENT AGENDA

6B. Resolution: Authorize a Maintenance Agreement and Addendum with Sungard Public Sector, Inc.

What is the dial in access? Does staff have any concerns that dial in access poses any threats to system security?

As part of the customer service agreement, Sungard provides mobile support through remote access. There are safeguards in place to secure the system. For laptop access, Village staff provides one-time key codes that changes each time they access the computers. Staff authorizes the connections and, upon completion of the work, disconnects the remote link. For remote access to servers, Sungard is required to notify Village staff prior to signing in using pre-established passwords. This practice has been in place for several years and staff has had good experience with the dial-in support.

8. FIRST READING

8A. Ordinance: Amend Provisions for the Administration of Electrical Testing

What is the difference in price between the Village administered test and the test administered by Pearson VUE?

The Village of Downers Grove charged \$79.00 to take the staff-developed exam. Pearson VUE charges \$100.00 for the more secure and reliable examination.

What municipalities are currently using Pearson VUE to administer electrical and other similar tests?

In the tradesman category alone, Pearson VUE administers about 225 tests just for its government clients. This list can be found at

<https://www7.pearsonvue.com/Dispatcher?webApp=ExamList&webContext=CandidateSite&cid=762>.

About seventeen of these tradesman exams are done for Illinois communities. About 58 nationally in this category are electricians exams. Pearson VUE administers thousands of tests for certification and licensure in 175 countries worldwide.

8B. Motion: Authorize \$36,776.40 for Membership Dues for DuPage Mayors and Managers Conference (DMMC) for FY13-14

What did we lose by not being members of DMMC?

- Access to county-wide surveys on fees, services or regulations
- Representation as part of a larger voice with concerns to organizations such as ComEd
- Participation in the Conference's Legislative Action Program

- Analysis of potential bills and actions by the State Legislature
- Ability to meet regularly with other municipal leaders to discuss issues of mutual interest and partnership opportunities
- Access and attendance at presentations that may not be offered to the Village on an individual basis (for example, legislative dinners with state representatives, ComEd presentations, Metra presentations, etc.)
- Access to DMMC Springfield Drive-Down
- Access to reports of County Board and Committee meetings prepared by DMMC staff

What are we getting now that we didn't before?

The DuPage Mayors and Managers Conference is introducing two service enhancements: 1) a formal management analysis program and 2) a Manager's Group. The purpose of the analysis component is to analyze the advantages of cooperative efforts among municipalities, such as partnerships, joint contracting and consolidations. For example, DMMC is currently conducting an analysis of a joint bidding process that would allow municipalities to partner to achieve savings on common contracts, such as tree trimming or road resurfacing. The purpose of the Manager's Group will be to create a more formalized committee of Village Administrators and Managers to discuss issues that do not rise to the level of policy direction and legislation.

What changes have we seen that we are drawing benefit from?

Staff has become more involved and assumed several leadership roles.

Mike Baker serves on the Budget and Operations Committee. In this role, he has an opportunity to understand the DMMC budget and operations at a more detailed level. He also serves on the Committee with several managers from around the County, which provides informal opportunities to discuss common municipal issues and solutions.

Nan Newlon is involved on the Transportation Technical Committee, which oversees the distribution of Surface Transportation Program grants to DuPage County communities. They also host workshops about these grant programs and provide up to date information about changes to the programs. The meetings also include reports from agencies that include Pace, Metra, CMAP, IDOT and the Tollway.

Stormwater Administrator Karen Daulton Lange is a member of the Stormwater Review Group, which was created to help coordinate a technical response from DuPage communities to DuPage County during the review of the proposed updates to the Countywide Stormwater Ordinance. Issues such as the appropriate width of buffer areas were discussed and resolved by this group. The

group has also been instrumental in working with the County and FEMA on the proposed changes to the floodplain maps.

*What do we want to do with the group from a leadership position that isn't getting done now?
What are the specific benefits to DG from these changes?*

The Village's involvement in a leadership capacity could further support the DMMC in serving as a facilitator of partnerships and collaboration among municipalities, and consider a modified dues structure which allows for certain enhanced services to be provided on a fee-basis. Village staff has discussed this concept with the DMMC Executive Director and generally encouraged the organization to evaluate opportunities that result in direct and quantifiable benefits to actively participating municipalities.

Specific actions could potentially include:

- Provide opportunities for all member municipalities to share information and collaborate through the DMMC on administrative and operational service delivery functions that many municipalities already perform now on an individual basis
- Request that the DMMC perform more frequent information gathering and analytical services that many municipalities currently perform on an individual basis
- Request that the DMMC perform certain administrative and analytical functions that municipalities are currently not performing due to limited resources
- Explore opportunities for a modified dues structure, whereby annual dues are reduced and certain enhanced services are provided on a fee-for-service basis.

I'd like to have an accounting of the total staff hours expended on behalf of DMMC activities (meetings, dinners, etc.) over the past 12 months ... For instance, if Enza has attended 10 Legislative Board meetings, and each meeting was 1.5 hours plus travel, I'd be expecting something like 20 hours.

Dave Fieldman - 50 hours annually

Enza Petrarca - 50 hours annually

Nan Newlon - 20 hours annually

Karen Daulton Lange - 20 hours annually

Mike Baker - 10 hours annually

Have any other municipalities dropped out of the DMMC?

The City of Darien is currently not a member of DMMC. The Village of Bensenville had previously dropped its membership and has since rejoined DMMC.

As a follow up to the time related question ...

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Karen Daulton Lange - 20 hours annually

Mike Baker - 10 hours annually

Would you provide the following?

a.) Average burdened (direct wages, Village paid insurance costs, Village paid pension contributions, etc.) hourly rate for each of the employees listed above

	Annual Hours for DMMC	Loaded Rate per Hr	Total \$
Dave Fieldman	50	109.68	5,483.93
Enza Petrarca	50	90.93	4,546.35
Nan Newlon	20	77.94	1,558.74
Karen Daulton Lange	20	65.01	1,300.28
Mike Baker	10	80.34	803.37
		Total \$	13,692.68

The questions below were asked by Council and answered by Mark Baloga directly in the attached letter.

What actions has DMMC taken in regards to the City of Chicago's discussion about providing free water to churches?

What are the future plans for DMMC and a possible dues reductions for conference members

Does the DMMC intend to be more communicative about its action plan and representation of the members?

What is the leadership structure of the DMMC executive board, staff, member committees. How is

the action plan set and who gives DMMC staff direction?

Council rEmarks

There were no online comments this week.

ATTACHMENTS

DMMC Responses to Council Questions

DMMC Value Statement



DUPAGE MAYORS AND MANAGERS CONFERENCE

an association of municipalities representing 1,000,000 people

1220 Oak Brook Road
Oak Brook, Illinois 60523
(630) 571-0480
Fax: (630) 571-0484

Founded June 19, 1962

May 31, 2013

MEMBER MUNICIPALITIES

Addison
Aurora
Bartlett
Bensenville
Bloomington
Bolingbrook
Burr Ridge
Carol Stream
Clarendon Hills
Downers Grove
Elmhurst
Glendale Heights
Glen Ellyn
Hanover Park
Hinsdale
Itasca
Lisle
Lombard
Naperville
Oak Brook
Oakbrook Terrace
Roselle
St. Charles
Villa Park
Warrenville
Wayne
West Chicago
Westmont
Wheaton
Willowbrook
Winfield
Wood Dale
Woodridge

Mr. David Fieldman, Village Manager

Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515

Dear Mr. Fieldman:

Thank you for the opportunity to address questions that the Downers Grove Village Council has given you regarding membership in the DuPage Mayors and Managers Conference (DMMC). We appreciate the opportunity to respond in writing prior to the Council's meeting on June 11. Please find our responses below:

1. *What actions has DMMC taken in regard to the City of Chicago's discussion about providing free water to churches?*

DMMC strongly supports equitable charges to all water customers.

In 2011, DMMC pursued several paths to address the City of Chicago's water rate increase. First, DMMC directly engaged the City on the issue. DMMC utilized the Metropolitan Mayors Caucus to initiate meetings between Mayor Emanuel and suburban mayors to discuss the proposed rate increase. DMMC also formally requested that Mayor Emanuel amend his proposed increase and conferred with other municipal organizations to assess the merit of a potential legal challenge to the rate increase. Ultimately, DMMC members determined the costs of legal action far outweighed any likelihood of success and focused efforts on how to hold the City accountable to customers within DuPage County and the region. DMMC coordinated with the DuPage Water Commission (DWC) to advocate for greater transparency and accountability regarding the City's water fund. This advocacy resulted in the City's agreement to provide an "accountability audit" detailing how it spends its water revenue. The City now issues quarterly audits that DWC and DMMC members have found to be valuable and informative.

When a more recent debate arose about the City providing free water to churches and other non-profits, DMMC saw potential for a new challenge to the 2011 rate increase. Upon investigation, however, what we originally believed to be a new initiative by Mayor Emanuel to exempt non-profits from paying for water service, we discovered is actually the tail end of a two year effort by the Mayor to remove a preexisting, longstanding exemption for all but eight entities in the City. Prior to a 2011 ordinance change brought by Mayor Emanuel, just four hospitals and four universities paid for their water service; all other non-profits in Chicago were exempted. The 2011 change phased out those exemptions so that all customers would pay for water. Pushback from those

affected resulted in a new ordinance in 2013, which eliminates the 2011 phase out but requires more non-profits to pay for more of their water usage than was the case up until 2011. As such, the new ordinance does not create an enforceable obligation for Chicago to adjust water rates it charges to the DWC. DMMC will continue to advocate for equitable charges to all water customers and monitor the issue for any opportunities.

2. *What are the future plans for DMMC and a possible dues reduction for Conference members?*

Over the past six years, DMMC staff has reviewed the annual budget in detail to identify and implement cost reductions. In that time DMMC has taken the following steps:

- No increase in member dues rates since FY08;
- Freeze on all staff salaries from FY09 to FY11;
- Reduced personnel line item in budget by 30% (from \$858,428 to \$597,851) between FY10 and FY14;
- Downsized total staff by 40% since FY10;
- Scaled back Legislative Director position to Policy Analyst position, saving \$36,000 annually, starting in FY13;
- Replaced one full-time staff position with two part-time positions, saving \$40,000 annually starting in FY14;
- Held non-personnel expenses steady despite significant inflationary price increases, from FY08 to FY14 (approximately \$165,000);
- Expanded the DMMC Corporate Partner program and other sponsorship opportunities to diversify and increase the DMMC revenue stream; and
- Responded to decreasing DMMC Surplus Vehicle Auction participation and revenue by instituting an online auction format to create a more appealing service for members.

Working closely with the Board of Directors and the Budget & Operations Committee, DMMC has set a standard for budgetary vigilance and value-added innovation that has kept member dues flat for six years, even with added benefits to members including a contract lobbyist and public relations media fund. DMMC is committed to maintaining this standard and will continue to evaluate staffing levels and overall budget revenues, prioritizing member services to bring the most value to our members at the lowest cost.

It should be noted that at the May 2013 Annual Evaluation of the Executive Director, and in the February 2013 development of the budget, the Board of Directors and the Budget & Operations Committee, while proposing another year with no increase in member dues, noted that the Conference needs to look at setting sustainable staffing levels to fulfill evolving member expectations.

DMMC continues to grow its Corporate Partner program and maintains focus on other enterprise activities to help offset member dues.

3. *Does the DMMC intend to be more communicative about its action plan and representation of the members?*

The DMMC Board of Directors has been asked to review our member communication practice at its June 6, 2013 meeting.

Historically, the DMMC Board of Directors has instructed staff to channel all communications through DMMC voting delegates—the mayors and managers of member communities. DMMC

staff often requests that members forward communications to other elected officials and staff, as deemed appropriate by each municipality. DMMC also engages other elected officials and municipal staff in Committee membership, where most of the DMMC's recommendations originate. The June 6 Board of Directors review of this policy will consider more direct communication with municipal officials beyond mayors and managers.

The 2012-2015 DMMC Strategic Plan includes as its first goal: Engage Members. This includes reaching out to less active member municipalities of all types—large and small, home rule and non-home rule, those with sizeable staff and those with minimal staff—to better understand and meet the needs and expectations of municipal leaders, and to encourage greater participation and input from those members. Our intention is to include the viewpoints and circumstances specific to as many of our members as possible as we develop positions and decide on actions to be taken by the organization.

DMMC also adopted a Communications Plan in September, 2012. Implementation of this plan is making DMMC more proactive in communications to ensure members are aware of the work being done, to document progress made on priority issues, and to assist members in addressing these issues within their own communities.

4. *What is the leadership structure of the DMMC executive board, staff, member committees? How is the action plan set, and who gives DMMC staff direction?*

The Board consists of the President, Vice President, and Secretary/Treasurer. These three positions are slated by a Nominating Committee and elected by the full membership. The first two positions are filled by mayors, the last by a manager.

The Board also includes the Director and Deputy Director of each standing committee, DMMC's representatives to the Metropolitan Mayors Caucus Executive Board, any past DMMC presidents who are active mayors, and up to three at-large representatives. These members are recommended by the Nominating Committee and appointed by the President of DMMC. In their recommendations, the Nominating Committee strives to achieve a balance on the Board between mayors and managers, between home rule and non-home rule municipalities, and in geographic representation across the county.

Staff is overseen by the Executive Director, who reports to the Board. Staff consists of an Operations Director, Transportation & Planning Director, Policy Analyst, and Legislative Analyst, who all report directly to the Executive Director; a Transportation Project Manager who reports to the Transportation & Planning Director; and two part-time Office Assistants who report to the Operations Director.

Standing Committees include Budget & Operations, Intergovernmental-Planning, Legislative, Regulatory Issues, Transportation Policy, and Transportation Technical. As of this year, DMMC also offers a Managers Committee, newly created after discussion with Downers Grove representatives. Members are solicited to apply for committee membership and appointments are made by each Committee Director. Mayors and managers are encouraged to engage other elected officials and staff from their municipality in committee membership. Significant contributions have been made to DMMC committees by trustees, commissioners, department heads, and other municipal representatives.

As noted in Question 3, DMMC adopted a 2012-2015 Strategic Plan which set organizational priorities. The Executive Director provides monthly updates on Strategic Plan implementation to

both the Board of Directors and the full membership via Board and monthly Business Meeting agenda packets.

Generally, new issues are first introduced to the appropriate Committee which then makes recommendations to the Board. The Board, in turn, makes recommendations to the full membership for approval of a DMMC position or action.

When necessary, because of timing or other circumstances, the Board may be asked for a recommendation on an issue without prior committee deliberation. This situation is most likely to occur with legislative issues that cannot wait for a scheduled DMMC committee meeting. Similarly, the Board may be asked to take a position for later full membership ratification. In extremely rare situations, the President of DMMC may be called upon to make an immediate decision. These measures are only used when there is a strong belief that consensus among members exists.

An express objective of the 2012-2015 Strategic Plan is to achieve clear and defined consensus on DMMC positions. There are a number of issues on which DMMC positions are well established, such as preserving of the local portion of income tax revenue. On other topics, such as gun control legislation, DMMC members are significantly impacted but have such diverse positions that the organization is not able to reach a consensus position. In these cases DMMC staff will often monitor the issue and communicate developments to members for their individual use as they deem appropriate. On still other issues, DMMC members begin with divergent opinions but are able to discuss the issue and reach consensus. One recent example was a proposal to use a large share of DuPage and Cook County Surface Transportation Program revenue to fund a portion of the Elgin-O'Hare Western Access road project. Because of the differing impacts the project had on different communities, DMMC members first responded to the proposal with very divergent views. Extensive deliberation at the Board of Directors, one-on-one between municipalities, and at a full membership meeting, resulted in an innovative multijurisdictional application for alternative funding on which DMMC members were in agreement. While consensus among 33 varied municipalities is not always easy to reach, it is absolutely a DMMC priority.

The daily activity of staff is driven by weekly conference calls between the President, Vice President, and Executive Director; weekly meetings between the Executive Director and his staff; monthly in-depth deliberations by the Board of Directors, attended by DMMC staff; and monthly full membership meetings in which all municipal officials and staff are welcome to attend, provide input, and ask questions.

Thank you again for the opportunity to answer the Council's questions about DMMC. I look forward to attending the June 11 Council workshop and will be happy to answer any additional questions you or the Council may have. Please feel free to contact me if there is anything you would like to discuss at greater length.

Best regards,



Mark Baloga, Executive Director
DuPage Mayors and Managers Conference;
Cc: Jeffery J. Prunyn, DMMC President and President of the Village of Itasca
DMMC Board of Directors

**A QUANTIFICATION OF THE VALUE OF
DUPAGE MAYORS AND MANAGERS CONFERENCE MEMBERSHIP 2013**

Exhibit 1 – Quantifiable Annual Fiscal Benefits

<u>Activity / Service Provided</u>	<u>Annual Fiscal Benefit</u>
• Lobbyist	\$30,000
• Information, Training, and Assistance for Utilizing Federal Transportation Funds	\$6,563
• Legislative Tracking, Research and Analysis (1/2 FTE)	\$26,000
• Coalition Representation (PFICC, PSEBA, ICC, Nicor, Legislative Coordination) (1/4 FTE)	\$13,000
• Stormwater Rules w/FEMA Floodplain Map Review (1/8 FTE)	\$8,361
• Attend, monitor and report on county activities and planning oversight (1/4 FTE)	\$13,000

TOTAL:	\$96,924

Exhibit 2 – Additional Annual Benefits

Activity / Service Provided

- Galvanized Metra to develop and adopt an official easement fee policy for municipalities.
- Successfully stopped legislative proposals to take Local Government Distributive Funds from municipalities.
- HB 924 – Successfully stopped legislative efforts to amend the Illinois Prevailing Wage Act by imposing certain “responsible bidder” requirements from the Illinois Procurement Code which would create compliance difficulties for smaller contractors, reduce competition, and drive up project costs for municipalities and taxpayers.
- Successful efforts to improve accountability and transparency of Illinois Municipal League.
- Specially Trained Staff Available to Provide Research, Technical Assistance, and Information on Topics such as Economic Development, Housing, Land Use, Solid Waste, Stormwater Management, Telecommunications, Transit Service, and Transportation.
- Engaged ComEd to develop and refine its outage repair protocol to meet the needs of member municipalities and facilitated the creation of a ComEd Joint Operations Center which operates out of the DuPage County Office of Homeland Security and Emergency Management for storm-event outage response.
- Training seminars on subjects such as community participation methods, conflict resolution skills, Council Procedures & Practices, E-Government, Municipal Finance, newly elected officials, Open Meetings Act, and Zoning & Land-use Controls.
- Networking opportunities and forums for deliberation with peer elected and appointed officials from other communities on municipal issues, cost-saving innovations and best practices.

- Briefing papers, position papers, and fact sheets on legislative topics such as preserving the Local Government Distributive Fund, municipal public safety pension reform, and the imposition of responsible bidder requirements on the Prevailing Wage Act, provided to assist members and enhance outreach to legislators.
- Stormwater Review Group – DMMC coordinated municipal staff and elected officials to evaluate the County Stormwater and Floodplain Ordinance, allowing DuPage municipalities to proceed without hiring a consultant. DMMC held forums, educated members, and led advocacy, which helped to create an Ordinance that streamlined permitting, empowered local administrators, and boosted the cost effectiveness of water quality improvements. Staff is now working through the Group to address floodplain mapping, IEPA regulations, and other water resource topics.
- SB16 Foreclosure Proceedings – Successful efforts to get approval of legislation to help local governments address vacant property and fast-track foreclosure processes, cutting municipal maintenance costs.
- Candidate Petition Filing Deadline – Successful efforts to get approval of legislation ensuring that the municipal clerk’s office was not required to be open to accept candidate petition filings on December 24, 2012, thereby saving associated overtime costs.
- Coffee Break – Extremely successful biannual event allowing municipal leaders to lobby and build relationships with legislators
- Surface Transportation Program (STP) – Preserved STP to be used for local priorities and not siphoned off to support projects more appropriately funded at the regional, state, or federal level.
- Self-determination of STP Methodology – As administrator of Federal STP Funds allocated to DuPage, DMMC ensures that funds are distributed in an equitable manner as determined by DuPage municipalities rather than unilaterally by the County or another outside entity.
- Preservation and Funding of Bus Routes – DMMC coordinates with Pace, RTA and Metra to raise awareness of transit services. In 2009, DMMC rallied municipalities to request a review of scheduled route cuts, resulting in Pace meeting with local planners and modifying the service reduction plan. In 2012, DMMC successfully advocated for Pace to fully fund the College of DuPage Connector (Pace Route 714), reducing local contributions to zero.
- Monitor and Report on CMAP Activities – DMMC responded quickly when CMAP’s Regional Tax Policy Task Force Report was released with recommendations to alter local fiscal policy. DMMC efforts helped avert implementation of tax policy which would have diverted local revenue from DuPage municipalities.
- SB 1680 (2013) and SB 3667 (2012) – Successfully opposed legislation that would have provided for the creation of unified fire protection districts and complicated the current intergovernmental cooperation agreement by giving unions disproportionate authority.
- SB 3796 – Successfully opposed legislation that would have required a public body to provide for the indemnification of any judgment in or settlement of a claim or an action associated with an employee’s employment and pay for a lawyer of the employee’s choosing.
- SB 3505 – Successfully opposed legislation that would have increased the allowable weights for concrete trucks and “Special Hauling Vehicles.”
- HB 5657 – Successfully opposed legislation that would have prohibited the use of state funding or financial assistance for support of any public works project authorized by a municipality, county, or township that had previously prohibited consideration of a project labor agreement.